



**Planning & Development  
Department**

**TEMPORARY USE PERMIT**



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## Planning & Development Department TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS



Procedures for making application for a Temporary Use Permit, as provided in the Maricopa County Zoning Ordinance (Chapter 13, Section 1302).

### **A Temporary Use Permit is required for any of the following:**

- ☐ Temporary Housing during construction of a dwelling
- ☐ Temporary Events
- ☐ Non-residential Use of a Mobile Home
- ☐ Underage Occupancy within the Senior Citizen Overlay Zoning District
- ☐ Temporary Seasonal Sales
- ☐ Temporary Model Home Sales Complex
- ☐ Temporary Construction Office/Yard Complex
- ☐ Temporary Caretaker's Quarters
- ☐ Other Temporary Uses as determined by the zoning inspector

An application for a Temporary Use Permit, the application fee, and all supporting materials listed below shall be submitted to the Maricopa County Planning & Development Department. Applications for a **Temporary Event** must be submitted at least 30 days prior to the first planned event date or the application will not be accepted.

Upon acceptance of a complete application by staff, the subject property shall be posted with a "Notice of Application" for a period of 10 days. Every attempt will be made to ensure the posting occurs within seven (7) working days from the date of application.

If a written appeal (objection/protest) is received within the 10-day posting period, the matter shall be placed on the agenda of the first available Board of Adjustment hearing for resolution. The applicant and appellant will be notified in writing of the hearing date.

If no objection is received during the required 10-day posting period, the Temporary Use Permit may be issued administratively, provided all other conditions of approval have been met.

**Note:** In the case of Temporary Housing, a building permit is required for both the permanent dwelling being constructed and the structure being used as the temporary residence. The building permit for the permanent dwelling must remain active while the Temporary Use is in effect. A separate zoning clearance and/or building permit is also required for all other temporary uses.

Failure to meet any required conditions placed upon the Temporary Use Permit shall result in revocation of the Temporary Use Permit by the Zoning Inspector. Requests for a time extension to the Temporary Use Permit shall be submitted to and processed through the Board of Adjustment, as outlined in the Maricopa County Zoning Ordinance (MCZO).

## TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

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### **INFORMATION REQUIRED FOR SUBMITTAL**

1. **APPLICATION.** The application is to be completed in full. Staff will only accept a completed application form. The property's recorded legal description must be indicated on the application. The owner of the subject property must sign the application or the applicant shall complete the Property Owner Authorization form (attached).
2. **TEN FOLDED COPIES OF A SITE PLAN, INCLUDING A VICINITY MAP OF THE PROPERTY, DRAWN TO SCALE, AND INDICATING THE FOLLOWING** (example attached):
  - North arrow and scale.
  - Property lines and dimensions.
  - Location and dimensions of all existing and proposed structures and/or temporary uses (including fences and pools, septic tanks). Include distances from property lines and distances between structures.
  - Location and width of dedicated streets or recorded easements on, or adjacent to, the property.
3. **A REDUCED (8-1/2" X 11") COPY OF SITE PLAN**
4. **COMPLETED SUPPLEMENTAL QUESTIONNAIRE** (attached).
5. **TWO COPIES OF OFFICIAL RECORDED DEED** (or title and authorization to use the site).
6. **AFFIDAVIT OF NOTICE OF OPPOSITION** (attached) – signed and notarized (required for any temporary event).
7. **FILING FEE** (per year, payable at the time of application as noted above):
  - Residential Use: \$250.00 per application/renewal
  - Non-residential Use: \$750.00 per application/renewal
  - Drainage Review Fee: \$150.00 per application/renewal
  - Environmental Services Fee (except temporary events): \$25.00 per application/renewal

Please note fees are **doubled** if the Temporary Use is the result of a violation case.

8. **SUPPORTING MATERIALS** - any other information deemed necessary by the applicant or staff.
9. **TEMPORARY CARETAKER'S QUARTERS ONLY:** Documentation supporting the need for the caretaker's quarters. This may include notarized letters from a physician or other documentation as determined necessary by staff. This Temporary Use must be renewed on a yearly basis.

## TEMPORARY USE PERMIT APPLICATION INSTRUCTIONS

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10. **TEMPORARY EVENTS ONLY:** Ten (10) copies of a narrative report, which includes the following:
- a. Police Traffic Control Protection: State if proposed and identify how it is to be provided.
  - b. Water Facilities: State if proposed and identify how it is to be provided.
  - c. Food Concessions: Quality and quantity of food and location of concessions must be approved by the Maricopa County Environmental Services Department (MCESD) prior to issuance of any Temporary Use Permit.
  - d. Sanitation Facilities: All sanitation facilities must be approved by the MCESD prior to issuance of any Temporary Use Permit.
  - e. Medical Facilities and Fire Protection: State if proposed and identify how it is to be provided.
  - f. Parking Areas: Identify amount and location of parking for attendees of the temporary event. Parking shall be required to meet minimum requirements as outlined in Section 1102 of the Maricopa County Zoning Ordinance (MCZO). Adequate dust control shall be provided as per Maricopa County Department of Transportation (MCDOT) and Air Quality Department requirements.
  - g. Access, Traffic and Parking Control: Identify ingress and egress for the temporary event.
  - h. Time of Operation: Identify the duration of the use (both dates and hours of operation).
  - i. Illumination: State if proposed and identify how it is to be provided. All outdoor lighting must comply with Section 1112 of the MCZO.
  - j. Overnight Camping Facilities: All overnight camping facilities shall be reviewed and approved by MCESD prior to issuance of any use permit.
  - k. Other: Identify the anticipated number of attendees; include any other information which staff deems necessary.



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TEMPORARY USE PERMIT APPLICATION

REQUESTED:

Requested Temporary Use: \_\_\_\_\_

Description of Request: \_\_\_\_\_

Length of Time Requested: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Existing Use of the Property: \_\_\_\_\_

PROPERTY INFORMATION:

Address (If known): \_\_\_\_\_

Directions to subject Property (Include nearest City/Town): \_\_\_\_\_

Size in Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Legal Description: Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Building Permit # (if applying for Temporary Housing): \_\_\_\_\_

Violation Case # (if applicable): \_\_\_\_\_

**Applicant – Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner – Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ Date: \_\_\_\_\_

STAFF USE ONLY:

Case #: \_\_\_\_\_ Zoning Map #: \_\_\_\_\_ Supervisor District: \_\_\_\_\_

Date of Submittal: \_\_\_\_\_ Fees \$: \_\_\_\_\_

Accepted By: \_\_\_\_\_



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**TEMPORARY USE PERMIT SUPPLEMENTAL  
QUESTIONNAIRE**



<b>1. Explain the type of Temporary Use being proposed and why it is needed:</b>
<b>2. What length of time will the Temporary Use be located on the property:</b>
<b>3. Please note any other comments:</b>
<b>4. Attach additional information regarding request such as building permit #:</b>

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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AFFIDAVIT OF NOTICE OF OPPOSITION



Date: \_\_\_\_\_

I, \_\_\_\_\_, being the owner or authorized applicant for the Maricopa County case referenced below, do hereby affirm that I understand that the subject property must be posted for a ten-day period and if opposition is received during that time the request must be forwarded to the Board of Adjustment for a final decision. I also affirm that if opposition is received or if staff cannot approve my request for any reason before the date of the requested use or event I will not use the subject property for the purpose requested.

Owner's/Applicant's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**DEPARTMENT USE ONLY:**

CASE NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_



# Planning & Development Department

## 2008 FILING DEADLINES AND HEARING DATES



BOARD OF ADJUSTMENT	
Variance, Interpretation, and Appeal of Staff Decision	
Appeals of Temporary Use Permits	
Hearing dates are tentative.	
Held in the Board of Supervisors Auditorium, 205 West Jefferson	
Application Deadline 12:00 Noon	Board of Adjustment Hearing
December 4, 2007	January 9, 2008
January 2, 2008	February 13, 2008
February 5, 2008	March 19, 2008
March 4, 2008	April 16, 2008
April 8, 2008	May 14, 2008
May 6, 2008	June 11, 2008
June 3, 2008	July 9, 2008
July 1, 2008	August 13, 2008
August 5, 2008	September 10, 2008
September 2, 2008	October 8, 2008
October 7, 2008	November 12, 2008
November 4, 2008	December 10, 2008
December 2, 2008	January 14, 2009





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PROPERTY OWNER AUTHORIZATION



**COMPLETE THIS FORM IF THE APPLICANT IS NOT THE PROPERTY OWNER**

Date: \_\_\_\_\_

I hereby authorize: \_\_\_\_\_ ,

address \_\_\_\_\_ , to

file this application and to act on my behalf in regard to this request.

Property Owner's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**DEPARTMENT USE ONLY**

Tracking  
Number: \_\_\_\_\_

Title of Project: \_\_\_\_\_



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PLANNING ACTIVITY CHECKLIST**

PLEASE RETURN THIS FORM WITH ALL REQUESTED DOCUMENTS



**TEMPORARY USE CHECKLIST**

YES NO N/A

1. ☐ ☐ ☐ **Temporary Use Permit Application**  
Comments: \_\_\_\_\_
2. ☐ ☐ ☐ **Supplemental Questionnaire**  
Comments: \_\_\_\_\_
3. ☐ ☐ ☐ **Ten (10) Site Plans - FOLDED (if larger than 8-1/2" x 11")**  
Comments: \_\_\_\_\_
4. ☐ ☐ ☐ **One (1) Site Plan (8½" X 11")**  
Comments: \_\_\_\_\_
5. ☐ ☐ ☐ **Two (2) Recorded Deeds (proof of ownership)**  
Comments: \_\_\_\_\_
6. ☐ ☐ ☐ **Property Owner Authorization**  
Comments: \_\_\_\_\_
7. ☐ ☐ ☐ **Affidavit of Notice of Opposition**  
Comments: \_\_\_\_\_
8. ☐ ☐ ☐ **Ten (10) Temporary Event Narratives (if applicable)**  
Comments: \_\_\_\_\_
9. ☐ ☐ ☐ **Temporary Caretakers Documents (if applicable)**  
Comments: \_\_\_\_\_
10. ☐ ☐ ☐ **TU Fee**  
Comments : \_\_\_\_\_
11. ☐ ☐ ☐ **Drainage Fee**  
Comments : \_\_\_\_\_
12. ☐ ☐ ☐ **Environmental Fee**  
Comments : \_\_\_\_\_
13. ☐ ☐ ☐ **Other**  
Comments: \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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## TYPICAL RESIDENTIAL SITE PLAN

